

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: September 19, 2018
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 6:32 p.m., members present were, namely: Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Mr. Hoey and Mr. Lay.

Ms. Doherty arrived at 6:34 p.m.

3. SPECIAL ORDER OF BUSINESS

3.I. Lowell High School Class Of 2019 Senator - Sara Ngare

Mayor Samaras introduced and welcomed Sara Ngare.

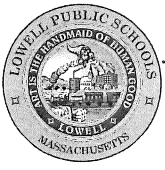
4. MINUTES

4.I. Minutes: Approval of the Minutes of the regularly scheduled Lowell School Committee Meeting of Wednesday, September 5, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the September 5, 2018 and the September 12, 2018 Lowell School Committee meetings; seconded by Mr. Descoteaux. 7 yeas
APPROVED**

4.II. Minutes of Special Meeting: Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Wednesday, September 12, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the September 5, 2018 and the September 12, 2018 Lowell School Committee meetings; seconded by Mr. Descoteaux. 7 yeas
APPROVED**



5. PERMISSION TO ENTER

5.I. Permission to Enter: September 19, 2018

Mr. Nutter made a motion to approve the Permission to Enter; seconded by Mr. Descoteaux. 6 yeas, 1 absent APPROVED

6. MEMORIALS

6.I. Anthony A. Stys, Father of Jennifer McCrystal, Special Education Director.

7. MOTIONS

7.I. **[By Gerard Nutter]:** SC request Mayor to direct City Auditor to provide copies of all correspondence between his office and the School Dept. regarding the 2018 Fiscal year relating to transfers, issues with invoices, over payments, items he rejected and how/why he accepted the Fiscal 2018 budget without a vote of the School Committee Authorizing it.

Mr. Nutter made a motion to approve; seconded by Ms. Doherty. 4 yeas, 3 yeas APPROVED

7.II. **[By Gerard Nutter]:** School Committee / Administration consider creating a subcommittee that includes health professionals, Principals, School Committee Representative, City DPW , Mr. Underwood and 1 UTL -SAA-Clerk Rep. to look at creating a policy to deal with temperatures /heat index issues.

The motion should read: School Committee / Administration consider creating a task force that includes health professionals, Principals, School Committee Representative, City DPW , Mr. Underwood and 1 UTL -SAA-Clerk Rep. to look at creating a policy to deal with temperatures issues.

Mr. Nutter made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED

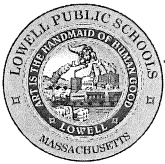
7.III. **[By Gerard Nutter]:** School Committee / Administration consider eliminating Feb./April Vacation beginning in the 2019/2020 School Year, creating 1 Vacation week in March.

Committee members asked that a survey be conducted with teachers and support staff. Acting Superintendent Durkin stated that she was planning on doing a survey and she will provide a report after all the information is collected.

Mr. Nutter made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED

7.IV. **[By Gerard Nutter]:** Request padding is added to the walls of the Bailey School Gym for student safety.

Mr. Nutter made a motion to approve; seconded by Mr. Hoey. 7 yeas APPROVED



7.V. [By Gerard Nutter]: Request Administration report how Teacher/Classroom donated Technology (Kindles/I-Pads/Laptops) can be granted access to School Network.

Mr. Nutter made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED

7.VI. [By Jacqueline Doherty]: Request the Mayor have the City provide the School Committee with a breakdown of PEG monies being used for educational purposes and revisit the issue of funding staff for the Lowell Educational TV program at LHS. In addition, request the Superintendent (or her designee) meet with LTC to explore a possible collaboration between the two entities and report findings/suggestions back to the Committee.

Ms. Doherty made a motion to approve; seconded by Mr. Hoey. 7 yeas APPROVED

8. SUBCOMMITTEES

8.I. Joint Facilities and AD-HOC Building Naming Subcommittee: Report and Approval of the Minutes of the Meeting of Wednesday, September 12, 2018 [Jackie Doherty, Chair of Facilities and AD-HOC Building Naming]

Ms. Doherty, Chairperson of the Facilities and AD-HOC Building Naming Subcommittee reported out on this at the Lowell School Committee Special Meeting on September 12, 2018. Ms. Doherty did speak briefly about the naming of The Lowell Day School and made the following motion:

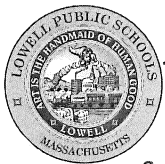
Ms. Doherty made a motion to name The Lowell Day School the Dr. Janice Adie Day School; seconded by Mr. Nutter. 7 yeas APPROVED

Ms. Doherty made a motion to accept the Joint Facilities and AD-HOC Building Naming Subcommittee report as a report of progress; seconded by Mr. Hoey. 7 yeas APPROVED

8.II. Policy Subcommittee: Report of the Meeting of Wednesday, September 19, 2018 [Gerard Nutter, Chair of Policy Subcommittee]

Mr. Nutter, Chairperson of the Policy Subcommittee spoke to the Committee about the functionality of the Lowell Public School/School Committee portion of the website that the public uses to email School Committee members. The City's form was compared to the form that the district is currently using and at this time Lowell Public Schools will continue to use the current system.

Ms. Martin made a motion to accept the Policy Subcommittee report as a report of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED



9. REPORTS OF THE SUPERINTENDENT

9.I. School Calendar Events

John Overton, District Webmaster provided a report that informed the Committee that a page has been created on the district website that includes links to each individual school calendar as an easier way to access individual school calendars. The page can be access via our district calendar page at: <https://www.lowell.k12.ma.us/Page/2>.

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.II Response to Connie Martin's Motion Of 02/06/17 Regarding Annual Evaluations of Teaching And Administrative Staff

Ms. Mulligan, Acting Director of Human Resources provided the Committee with a report that included a table that showed the 2015-2016 and the 2016-2017 Educator Evaluation Performance Ratings for Lowell. The table included data under the following titles:

- Educator Evaluation Performance Rating for Lowell
- Number of Educators to be Evaluated
- Number Evaluated
- Percent Evaluated
- Percent Rated Exemplary
- Percent Rated Proficient
- Percent Rated Needs Improvement
- Percent Rated Unsatisfactory

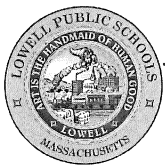
Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.III. Coordinated Program Review Report

Acting Superintendent Durkin provided the Committee with the final report of the findings based on the Coordinated Program Review (CPR) in the Lowell Public Schools. The report included the Department's determinations about the implementation status of each requirement in the following program areas reviewed:

- Special Education
- Civil Rights
- English Learner Education
- College

Mr. Nutter made a motion for the Administration to give a presentation to the Committee at the Lowell School Committee meeting on October 17, 2018 around the response for the Coordinated Program Review from the Lowell Public Schools; seconded by Ms. Doherty. 7 yeas APPROVED



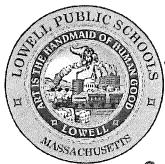
Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.IV. Budget Update

Ms. Turner, Assistant Superintendent of Finance provided the Committee with updates on the budget and how the Business Office is handling the issues and concerns brought to their attention daily:

- The districts transportation bills for Special Education and Homeless students are now being reviewed and approved by the appropriate staff to ensure that we are only paying for students that are the fiscal responsibility of Lowell Public Schools. At this time, approximately \$40,000 in mistakes has been found and the Business Office is currently working with the fiscally responsible communities and bus companies to absorb the costs.
- The Special Education staff will meet weekly with the Business Office to update the ever changing out of district student list to update the district's fiscal responsibility. The district continues to increase the number of students that we bring in house to our new Day School. However, since the 5% increase for tuition and allowance for new students was not included, the savings from the moved in students is offset by the unbudgeted expenses. We will continue to monitor this and keep you updated.
- The Massachusetts Teachers Retirement System (MTRS) Deduction Reporting retirement applications were several months behind due to staff transitions and service buy backs. At this time, the Business Office has addressed the issue and all submitted applications are completed, but MTRS is still backlogged with applications that haven't been submitted which can impact retiree benefits. The Business Office is trying to complete this time consuming reporting requirement.
- Due to budget shortfalls last fiscal year, some purchase orders were cancelled without consideration of outstanding invoices. At this time, approximately \$153,394 of FY18 bills was paid with this fiscal year's money or still being held back due to budget concerns. Food Service bills totaling \$1,431,206 were held back due to insufficient funds remaining in the Food Service Revolving account.
- Due to slashed budgets, the district has accounts that do not have sufficient funds to pay bills. The telephone account has been in the negative since August. The budget was \$190,000 in recent years and then reduced to \$50,000. This year it was further reduced to \$20,000 without any justification and is already depleted.
- The photocopier maintenance account was \$185,000 reduced to \$70,000. It was then further reduced to \$25,000 for this current year which is not enough even to cover the leases even when the account is adequately budgeted. The average spending from 2013-2017 was \$112k per year. This account was reduced from the consistent budget and spending in excess of \$100k to \$52,000. This reduction to copier purchases should have been offset with an increase to the copier service budget due to the loss of the free service period for new purchases. The photocopier maintenance costs last year were \$44,425, but without additional copier purchases (free service for three years), our service cost budget should have increased to approximately \$100k (Ricoh plus increased rates with Canon machines).

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED



9.V. Report Card Update

Robin Desmond, Assistant Superintendent of Curriculum, Instruction and Assessment provide the Committee with a report that speaks about the need to update the Lowell Public Schools Elementary Standards Based Report Card. The Curriculum Office surveyed teachers using a Google Form. Survey participants were asked about the overall report card, the ratings scale, Fountas & Pinnell indicators appearing on the report card, the descriptors for academic in the content areas, and the social emotional habits of mind. Upon receiving the survey results, the Curriculum Office formed content based committees to review and revise the existing report card language to align to the Common Core Standards and grade level instruction. Upon completion of the final review meeting, the committee submitted a draft revision for approval. Currently, the Coordinator for Research, Testing and Assessment is working with Aspen to determine if language maybe accommodated. The Curriculum Office plans to survey all middle school teachers regarding a possible transition to standards based report card for the 2019-2020 school year. The survey has been created and will be shared with staff in the third week of September once students are settled into school.

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.VI. Citywide Family Council By-Laws

Acting Superintendent Durkin provided the Committee with the Draft Citywide Family Council By-Laws that will be shared with families during the Your Voice Matters Family Council Kick-Off Event on September 26, 2018. The Family Council members will finalize this draft that will replace the existing by-laws.

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.VII. Report on Motions

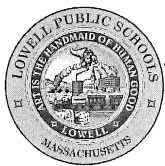
Acting Superintendent Durkin provided the Committee with a report on the status of outstanding motions.

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED

9.VIII. Enrollment Figures

The district enrollment report provided to the Committee showed the breakdown by school and grade through September 13, 2018.

Ms. Martin made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Mr. Nutter. 7 yeas APPROVED



9.IX. Home Education

Acting Superintendent Durkin recommended that the following parents/guardians be allowed to home educate their child:

Soraia & Juliano DaRoss
31 Jenness Street

Vilma Dos Santos Leite
144 Stevens Street #2

Mr. Hoey made a motion to approve; seconded by Mr. Descoteaux. 7 yeas APPROVED

10. NEW BUSINESS

10.I. Policy Revision

Mr. Nutter made a motion to approve Policy Revision GBD (also BHC) School Committee – School Visits and Communication; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.II. Appointment to the CREST Board

Ms. Martin made a motion to appoint Acting Superintendent Jeannine Durkin as the School Committee’s representative to serve on the Collaborative for Regional Educational Services and Training (CREST) Advisory Board; seconded by Mr. Nutter. 7 yeas APPROVED

10.III. Vote to Accept Donation – Lowell Community Charter School

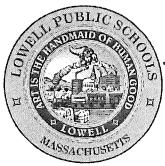
Mr. Hoey made a motion to accept the donation of student desks from the Lowell Community Charter School; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.IV. Official Naming of the Day School

This was voted on during the Joint Facilities and AD-HOC Building Naming Subcommittee portion of the agenda.

10.V. Approval of Research Requests by LPS Staff Members

Mr. Descoteaux made a motion to approve the Research Requests for Jennifer McCrystal, Special Education Director, Matthew Stahl, Principal, Dr. An. Wang School and Deanna Stanford, English Teacher, Lowell High School; seconded by Mr. Hoey. 7 yeas APPROVED



11. CONVENTION/CONFERENCE REQUESTS

11.I. LHS - ROTC

The Lowell High School ROTC Drill Team[45 students], Lt. Col Eileen Ironfield, MSgt Bruce Kimball, MSgt Kevin Casilli and MSgt David Smith, along with a three coried parents, to travel from Friday, October 26th through Saturday, October 27, 2018, with approximately forty five [45] students to Mexico, New York, to attend the National Drill competition. All costs will be paid by AFJROTC funds, student fundraising and student contributions. The total cost is approximately \$6,000 and two [2] substitutes will be needed for one day. The cost of the substitutes in the amount of \$210 will be paid by LHS individual school budget.

Ms. Martin made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Descoteaux. 7 yeas APPROVED

11.II. Trip- Louise-Campion

Permission for Career Academy Engagement Center staff members Lauren Campion and Dorothy Louise, to attend the annual Promise Neighborhoods Full Service Community Schools Director's Meeting. The conference to be held on Wednesday, October 24th through Thursday, October 25, 2018 in Arlington, VA. The cost of the conference will not exceed \$1,960 and will be funded by Full Service Community School grant (16740005). No substitute teacher is needed.

Ms. Martin made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Descoteaux. 7 yeas APPROVED

11.III. Trip - Washington, D.C.

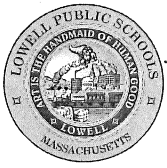
Permission for Early Childhood Coordinator Lisa Van Thiel to attend the Preschool Development Grant TA Center Conference in Washington, D.C. from October 2nd through October 4th, 2018. The cost of the conference and lodging not to exceed \$2,000 and will be funded by the PEG Grant. No substitute teacher is needed.

Ms. Martin made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Descoteaux. 7 yeas APPROVED

12. COMMUNICATIONS

12.I. Invitation to the Citywide Family Council Kickoff Event

Mr. Descoteaux made a motion to accept the communication and to place it on file; seconded by Mr. Nutter. 7 yeas APPROVED



13. ADJOURNMENT

Mr. Nutter made a motion to adjourn at 8:39 p.m.; seconded by Mr. Descoteaux. 7 yeas Approved

Respectfully submitted,

Jeannine M. Durkin, Acting Superintendent and
Acting Secretary to the Lowell School Committee

JMD/mes